

Adding and Searching for POEMS

As a refresher, Tutorial 5 (Steps 1-4) is included here because a POEMS can only be added once a Location is selected. **Go to Step 9 if only searching for POEMS.**

[1] Click the Location link. This brings you to the Locations – Search page

You are here: [Home](#) > Locations

Work Plan

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Industrial Hygiene

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Radiation

Incident Reporting

Administration

Locations - Search

Please select one of the options below.

Tip: Location is displayed as Location Type followed by Location Name. To find "Building 5", select Building from the list and type 5.

Search

Country

Between (yyyy/mm/dd)

☐ Include Archived Records

[Add Location](#)

[Browse By Location Tree](#)

[2] The drop down box shown does not need a selection. Most primary locations are identified as **Base Camps** or **Installations**. Type in the location name needed. Click Search or hit Enter.

Locations - Search

Please select one of the options below.

Tip: Location is displayed as Location Type followed by Location Name. To find "Building 5", select Building from the list and type 5.

Search [camp/garrison name or partial spelling]

Country

Between (yyyy/mm/dd)

☐ Include Archived Records

[Add Location](#)

[Browse By Location Tree](#)

There is no need to Add a Location or Browse by Location Tree

RULE: If the Location you are trying to access is **not in DOEHRs**, **do not add** one. **Contact the Army of Public Health Center POCs** and it will be added in for you.

[3] The **Location – Search Results** page is shown. DOEHRs also searches the Comments field to assist with Camp associations. The Comments field is where aliases and alternate spelling are stored as well.

Location Name	Location Type	Country	Parent	Comments	Start/Stop Date
ARIFJAN	Base Camp	Kuwait		Camp Arifjan	2012/08/24
BAGRAM	Base Camp	Afghanistan			2012/08/07
FENTY	Base Camp	Afghanistan		Small FOB example	2013/02/05
LEATHERNECK	Base Camp	Afghanistan		Tombstone	2012/08/24
LION	Base Camp	Afghanistan			2013/02/28
US_KS_Fort Riley_20736	Installation	United States (NATO member)			2014/01/15
US_MD_Aberdeen Proving Ground_24004	Installation	United States (NATO member)			2014/02/18
US_MD_Fort George G. Meade_24571	Installation	United States (NATO member)			2015/01/09
US_TX_Fort Bliss_48083	Installation	United States (NATO member)			2013/11/21

TIP 1: You can search on *partial spellings* of a Base Camp/Installation and DOEHRs will return everything with that combination of letters.

TIP 2: In an (EH) Program Office, there are only a few Locations in an AOR, so typing a name is not always needed. In the DoD Deployment Surveillance Program Office, a Name and/or Country Filter may be needed since there are many, many location to sort through.

[4] Click on the Location you need and ensure it is shown in the Navigation Bar on the left. The **Location – Detail** page is shown. **NEVER MAKES EDITS TO THIS PAGE**. Set the Home Page as desired to reduce the need for Searches on each login.

Location - Detail

Location Properties

Location Type: Installation

Location Name: US_KS_Fort Riley_20736

Start Date: 2014/01/15

Stop Date: (YYYYMMDD)

Parent: Army Public Health Command

Country: United States (NATO member)

Comments:

Deployment Information

Environmental Factors

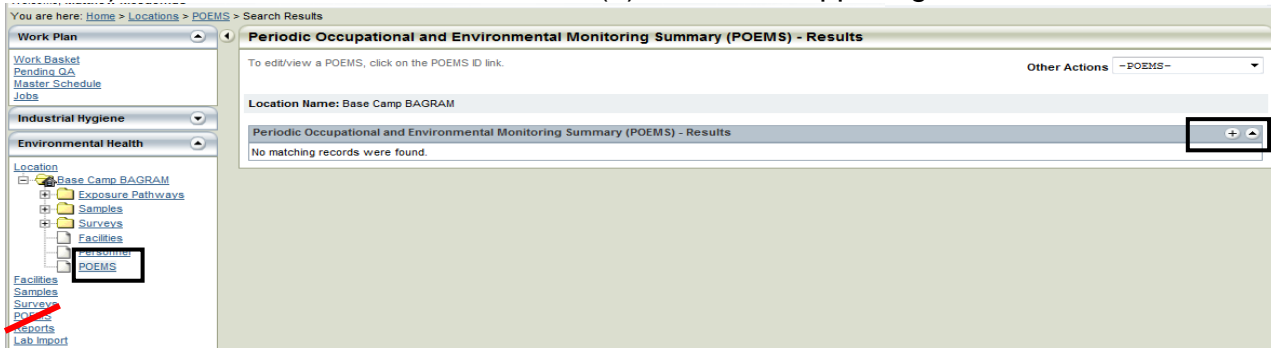
Location Information

Attachments (0)

Save Save and Add Subordinate Location Save and Add Shop Cancel

TIP 3: Comments can be added, BUT NEVER REMOVED. The Location Information tile can store geo-coordinates if they are available and unclassified.

[5] Click on the POEMS link under the Location (*not the link that is flush to the side of the column*). To add a new POEMS click the (+) icon in the upper right of the tile.



[6] Populate the POEMS – Detail page:

- Add the Begin and End Dates for which the POEMS represent.
- Browse and load the POEMS .pdf file from your computer's hard drive.
- Ensure the 'Include on Worker History Exposure Report' box is checked. (Not checking this will require an explanation.)
- Add Comments in this format:
 - "This POEMS documents the DoD assessment of base camp level Occupational and Environmental Health Surveillance (OEHS) exposure data for LOCATION. It presents the identified health risks and assessments along with the possible associated medical implications. The findings were based on information collected from MON-YEAR through MON-YEAR to include deployment OEHS sampling and monitoring data (e.g. air, water, and soil), field investigation and health assessment reports, as well as country and area-specific information on endemic diseases."

[7] Click 'Save and Continue'. Verify the correct file is loaded in the Uploaded File name field. The POEMS ID field is auto-generated. Click 'Save' to exit the screen.

[8] A POEMS file is now shown under the Location on the POEMS – Results page.

[9] Search for the POEMS across multiple Locations from the POEMS link that is flush to the left of the column and not under a Location in the Menu Tree. Shuttle the criteria to the right and/or search by dates. *Note: You can search for a POEMS as seen in Step 5 as well, but that will always be limited to one (1) Location.*

[10] A POEMS file can only be loaded to one location at a time. However, a POEMS often relates to several locations. Adding the POEMS follows the same process as seen above, but the process is repeated and same file is uploaded to the different Locations each time. The POEMS file name will change and a new ID assigned for each upload, but the Uploaded File name is the same.

Periodic Occupational and Environmental Monitoring Summary (POEMS) - Results

To edit/view a POEMS, click on the POEMS ID link.

Other Actions: -POEMS-

POEMS ID	Location Name	Country	Begin Date	End Date	POEMS File	Last Edited Date	Included on Worker Exposure History Report
1	Base Camp BASTON	Afghanistan	2002/09/01	2009/12/31	POEMS for Base Camp BASTON - ID 3 - 20020901 to 20091231.pdf	2012/11/21	Yes
2	Base Camp LEATHERNECK	Afghanistan	2002/09/01	2009/12/31	POEMS for Base Camp LEATHERNECK - ID 37 - 20020901 to 20091231.pdf	2012/12/05	Yes

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Periodic Occupational and Environmental Monitoring Summary (POEMS) - Detail

* Indicates Required Field

Other Actions: -POEMS-

Location: Base Camp BASTON

Begin Date: 2002/09/01

POEMS ID: 3

Save Save And Continue Cancel

Periodic Occupational and Environmental Monitoring Summary (POEMS)

Begin Date: 2002/09/01 (yyyy/mm/dd)

End Date: 2009/12/31 (yyyy/mm/dd)

POEMS File: POEMS for Base Camp BASTON - ID 3 - 20020901 to 20091231.pdf

Include on Worker Exposure History Report: ☒

Updated Date/Time: 2012/11/21

Updated Filename: AFG_Camp_Baston_POEMS_2002-2009_19_May_2011_w_Signatures.pdf

Comments:

Periodic Occupational and Environmental Monitoring Summary (POEMS) - Detail

* Indicates Required Field

Other Actions: -POEMS-

Location: Base Camp LEATHERNECK

Begin Date: 2002/09/01

POEMS ID: 37

Save Save And Continue Cancel

Periodic Occupational and Environmental Monitoring Summary (POEMS)

Begin Date: 2002/09/01 (yyyy/mm/dd)

End Date: 2009/12/31 (yyyy/mm/dd)

POEMS File: POEMS for Base Camp LEATHERNECK - ID 37 - 20020901 to 20091231.pdf

Include on Worker Exposure History Report: ☒

Updated Date/Time: 2012/12/05

Updated Filename: AFG_Camp_Baston_POEMS_2002-2009_19_May_2011_w_Signatures.pdf

Comments:

-Same file is used.
-Same dates noted.
-Different IDs made.